Quick Reference

Trackwheel

Backspace
(or Escape)

Enter

Alt key   Space key   Cap (Shift)
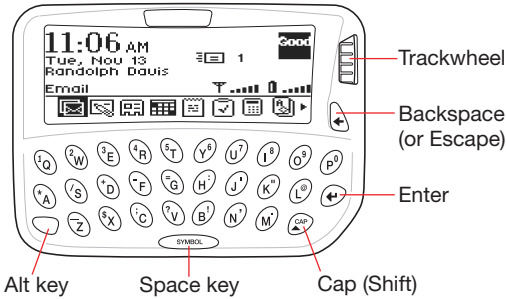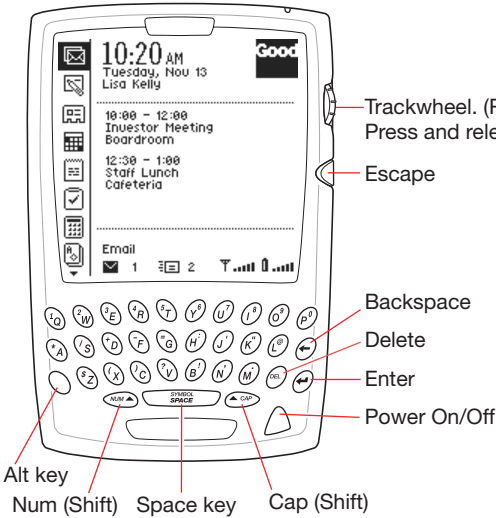
Email Inbox
New Message
Contacts
Calendar
Notes
Tasks
Calculator
Games
Alarm Clock
Preferences
Quick Settings

Trackwheel. (Rotate to Scroll.
Press and release to Click.)

Escape

Backspace

Delete

Enter

Power On/Off

Alt key
Num (Shift)   Space key   Cap (Shift)

Screen Indicators

	Battery strength		Messages to be sent
	Battery is charging		Opened message
	Radio signal strength	I am locked...	Password enabled
	Data is being sent		Shift key is activated
	Data is being received		Num key is activated
	New, unread messages		Alt key is activated
!	Important message		

Typing and Autotext

Basic Typing

Key	Function
Letters (A B C...)	Press these keys to type lowercase letters.
Space	Press the Space key to type a blank space.
Cap + letter	To type upper-case letters, press the Cap key then press a letter key. Alternatively, you can briefly hold down a key to capitalize a letter.
Alt	Press and hold the orange-colored key (called the Alt key) to type the numbers and symbols printed in orange at the top of each key.
Alt + Cap	To set the Cap lock, simultaneously press the Alt and Cap keys. Press Cap again to release the lock.
Alt + Num	To set the Num lock, simultaneously press the Alt and Num keys. Press Num again to release the lock.
Enter	Press the Enter key to insert a carriage return. You can also press Enter (instead of clicking the trackwheel) to select a highlighted icon or object on the screen.
Backspace	Press the Backspace key to delete a character to the left of the text cursor.
Del	Press the Delete key to delete a character to the right of the text cursor. (RIM 957 only)

Autotext Features

Item	Description
Capitalization	Words at the beginning of sentences are automatically capitalized.
Punctuation	Pressing Space twice inserts a period (.) and a space automatically at the end of a word or sentence. The next word is capitalized.
Spelling	Commonly misspelled words are corrected. For example, **thier** is replaced with **their**.
Abbreviations	Abbreviations and acronyms are replaced with complete words. For example, **mo** is replaced by **month**.
Variables	Typing **ct** (for current time) automatically inserts the time. Typing **td** (for today's date) automatically inserts the current date.
Special Symbols	In email addresses, press Space **twice** to enter an @ symbol. Press Space again to enter a dot (.) in an email address. Press Space again to automatically enter a **com** suffix. You can continue to press Space to cycle though **.com**, **.net**, **.gov**, and **.org** suffixes.
Numbers	In fields where numbers are expected, you can type numbers without using the Alt key (for example, when you enter a contact's phone number or use the Calculator).
	Note: Click Preferences ⊞ > Autotext to customize Autotext settings.

Common Tasks

General Tasks

Item	Description
Power On	On the RIM 950, click the trackwheel.
	On the RIM 957, press the silver button.
Power Off	Click Quick Settings $\textit{Q}$ > Turn Power Off.
	Press and briefly hold down the silver button. (RIM 957 only)
Scroll	To scroll up/down, rotate the trackwheel.
	To scroll horizontally, hold down Alt and rotate the trackwheel.
Copy	In a text screen, press Shift (Cap or Num) and rotate the trackwheel to select text. Then click and choose Copy from the context menu.
Paste	In a text screen, click to set the text insertion point. Then click and choose Paste from the context menu.
Set Password	Click Preferences 🔳 > Security. Then choose Password > Enable.
	Important: Once a device is locked, entering an incorrect password more than ten times will automatically remove data from your device.
Set Notifications	Click Preferences 🔳 > Notifications.
Appointments on home screen	Click Preferences 🔳 > Home Screen > Show calendar appointments.
Delete items	Select the item. Then click and choose Delete from the menu.
	To delete multiple email messages, press Shift (Cap or Num) and scroll to select more than one message. Then, click and choose Delete from the menu.

Email Tasks

Item	Description
Creating a message	Click New Message 📨. Type an email address or choose a contact from the list of contacts. To send, click and choose Send from the menu.
Viewing attachment	Open the message. In the header, click the title of the attachment. Then click and choose Open from the menu.
Filing a message	Select message. Then click and choose Move from the menu. Click the folder you want to move the message to.

Contacts Tasks

Item	Description
Adding contact	Click Contacts 📇. Then click and choose New Contact from the menu. Include a first or last name for the contact.
Finding contacts	Click Contacts 📇 and begin typing in the Find field. Contacts whose first or last names match the text you type appear in the contacts list.

Keyboard Shortcuts

General Keyboard Shortcuts

Key	Description
Enter	Opens a selected item
Del	Deletes a selected item (RIM 957 only)
T	Moves to the top of a screen. Does not apply to edit screens.
B	Moves to the bottom of a screen. Does not apply to edit screens.

Email Shortcuts

Location	Key	Description
Email List	T	Moves to the top of the email list
	B	Moves to the bottom of the email list
	N	Moves to the next day's messages (down the list)
	P	Moves to the previous day's messages (up the list)
	Del	Deletes the selected message (RIM 957 only)
	Enter	Opens the selected message
	M	Moves selected message to a folder
Reading a	T	Moves to the top of the message
Message	B	Moves to the bottom of the message
	R	Reply to sender
	A	Reply to all
	F	Forward message
	M	Moves message to a folder
	N	Opens the next message
	P	Opens the previous message

Note: No shortcuts are available for the Email Edit, Reply, or Forward screens.

Good Technology, Inc.
www.good.com
Support: 1-408-400-4992